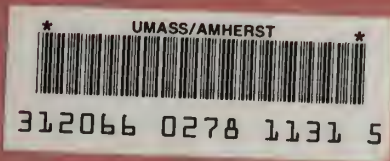


MASS. SS7.2:EL26/6/99



Election Officers Handbook



OPTICAL SCANNER

Voting Procedures

MASSACHUSETTS
SECRETARY OF STATE
OFFICE OF THE
ELECTIONS DIVISION
1997



ELECTIONS DIVISION
OFFICE OF THE
MASSACHUSETTS SECRETARY OF STATE
MICHAEL J. CONNOLLY
SECRETARY



9/24/22



The Commonwealth of Massachusetts

Office of the Secretary of State
Michael J. Connolly, Secretary

September, 1990

Dear Election Officer:

This handbook has been prepared to help you on election day. The responsibility of conducting an election is an important duty. There are many laws that relate to this process, and it is important that they be administered as uniformly as possible to insure each vote will be cast and counted properly throughout the Commonwealth.

This guide contains a step-by-step description of the entire election process at the polling place. This book should be used as a training and reference manual both before and on election day.

I hope you will find this manual useful. If you have any questions regarding this manual or election procedures in general, please call the Elections Division at (617) 727-2828 or **1-800-462-VOTE**.

Sincerely,

A large, stylized handwritten signature of Michael Joseph Connolly in dark ink.

MICHAEL JOSEPH CONNOLLY
Secretary of State

MJC/mer

TABLE OF CONTENTS

A. GENERAL DUTIES OF ELECTION OFFICERS

PAGE

A1.	Election officers assigned to each polling place	1
A2.	Election officers must represent political parties	1
A3.	Warden: general duties and authority	1
A4.	Clerk: general duties	2
A5.	Inspectors: general duties	2
A6.	Tellers (Counters): general duties	2

B. BEFORE THE POLLS OPEN

B1.	Election officers report to polling place	3
B2.	Replacement of election officers	3
B3.	Supplies to polling place (supply list)	3
B4.	Arrange the polling place	4
B5.	Pencils or pens	4
B6.	Post the ward and precinct sign outside the entrance to the polling place	4
B7.	Place demonstration marking units at entrance	4
B8.	Signs to be posted	4
B9.	Booklets or ballots correct	4
B10.	Vote tabulator	4
B11.	Count and record the number of optical scanner ballots	5
B12.	Set up check-in and check-out tables	5
B13.	Ballot box/vote tabulator	5
B14.	Ballot clerks	5
B15.	Ballot box empty	6
B16.	Check printer tape	6
B17.	Ballot box register recorded	6
B18.	Ballot box key	6
B19.	Ballot box locked	6
B20.	Open on time	6
B21.	Call for assistance	6

C. DURING THE VOTING HOURS

C1.	Declare the polls open	8
C2.	Instruct voter in use of marking unit	8
C3.	Who may vote	9
C4.	Voter states name and address	9
C5.	Look for the name on the voting list	9



Digitized by the Internet Archive
in 2014

https://archive.org/details/electionofficers00mass_2

A.

GENERAL DUTIES OF ELECTION OFFICERS

**A1. ELECTION OFFICERS ASSIGNED TO
EACH POLLING PLACE**

Each precinct must have assigned to it a warden, clerk, and two inspectors (in cities, four). In addition, precincts may have a deputy clerk, deputy warden, additional inspectors as are needed to run the election, and as many tellers as are necessary to process the ballots after the election.

**A2. ELECTION OFFICERS MUST REPRESENT
POLITICAL PARTIES**

Within each precinct, the election officers must equally represent the two leading political parties. However, two of the officers in each precinct may be Independents or members of political parties other than the leading ones. The warden and deputy warden must be from the same party and different from that of the clerk and deputy clerk. No more than half the inspectors may be from the same party.

**A3. WARDEN: GENERAL DUTIES AND
AUTHORITY**

The warden is the chief election officer at the polling place. The warden supervises the other precinct election officers before the polls open, during the election, and while

the ballots are processed. The warden is responsible for maintaining order and handling violations of election law by election officers or others. The warden may use police assistance when necessary.

The warden makes sure that required material is available and posted in proper places and in quantities dictated by law. The warden assigns other election officers to their stations and designates their schedule for breaks, meals, and for voting. The warden should see that no unauthorized persons are within the guard rail and that no campaign material is in or near the polling place.

It is the warden's responsibility to prevent interference with the voting process and to help voters in accordance with the law. The warden sees that no smoking takes place in the polling place and that intoxicating liquors are not present. The warden is responsible for completion of forms, handling of challenged ballots, and ensuring that voters omitted from lists are properly helped. He or she makes sure that the optical scanner ballots and specimen ballots are not removed or destroyed and that no unauthorized information is given out. The only figure that can be given out during the election is the number on the ballot box register, which may be given out on request.

The warden designates a qualified election officer to be in charge if he leaves.

A4.

CLERK: GENERAL DUTIES

The election clerk keeps a record of all facts relating to the proceedings of the election required by law to be recorded. The clerk notes any unusual happenings during the conduct of the election. The clerk is responsible for maintaining the Election Record and filling forms. The clerk reads and records the ballot box register before

and after the election. The clerk and warden are to be from different political parties. The clerk should make sure that there is a well-lit area and a large table at which to work when the polls close.

A5.

INSPECTORS: GENERAL DUTIES

Inspectors are assigned to duties by the warden.

An inspector or other election officer is assigned to the demonstration marking unit to instruct voters on its use and to observe voters in order to offer assistance to those having difficulties.

Two election officers of different political parties are assigned to the check-in area at the entrance to the voting area. One checks off and announces the names of the voters as they come in.

Two other election officers of different political parties are stationed at the voting area exit. As the voter leaves, one checks off the voter on the check-out voting list, and announces the voter's name. The other inspector makes certain the voter has placed the ballot in a ballot secrecy sleeve so that the tip of the ballot extends past the secrecy sleeve. The voter feeds the ballot through the vote tabulator and returns the ballot secrecy sleeve to the inspector.

It is suggested that inspectors alternate duties during the day and that all are available during the rush hours.

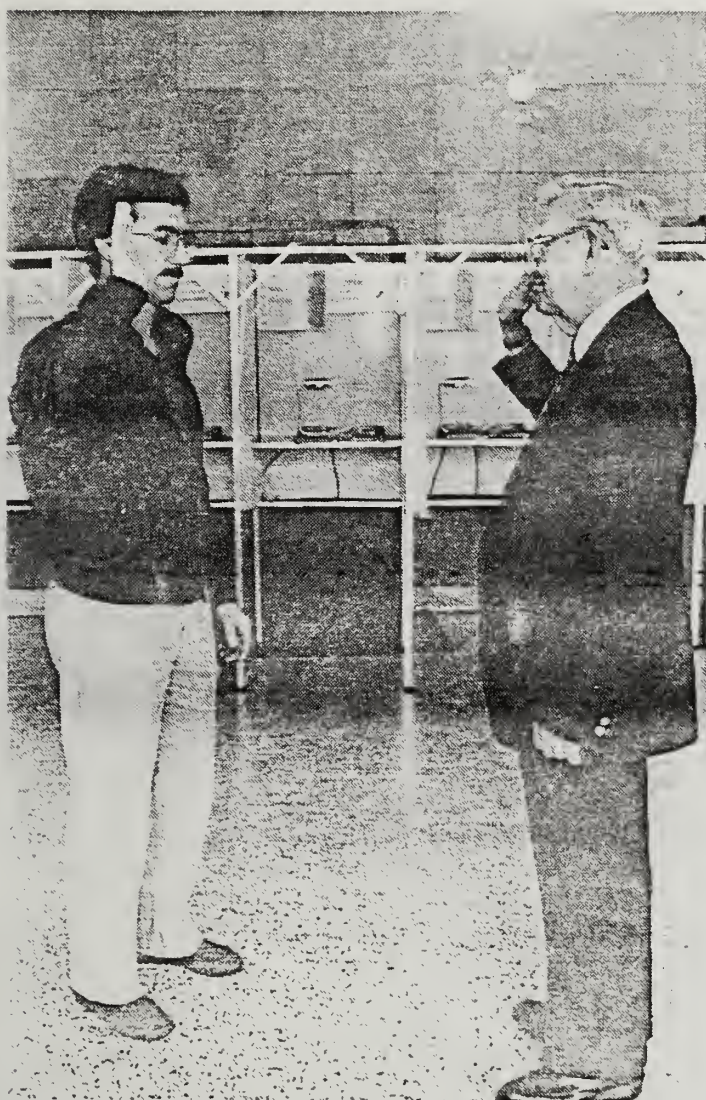
A6.

TELLERS (COUNTERS) GENERAL DUTIES

Tellers, if needed, work after the polls close. They may not go inside the guard rail, except to vote, until then.

B.

BEFORE THE POLLS OPEN



B1. ELECTION OFFICERS REPORT TO POLLING PLACE

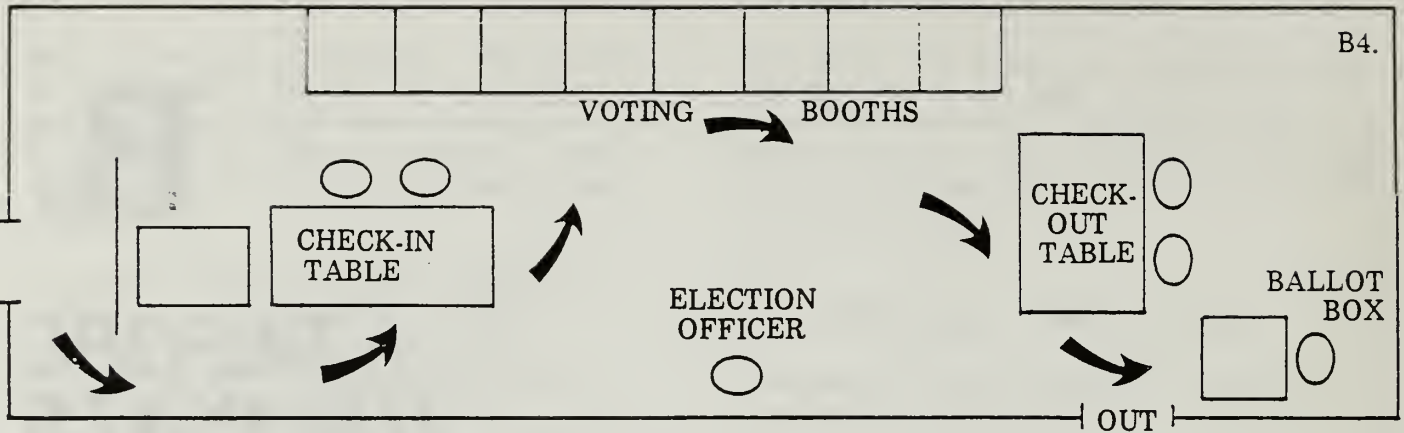
All election officers must report to work at the polling place at least half an hour before the polls open, and are sworn in before beginning to work. Be sure to be ready to open the polling place on time.

B2. REPLACEMENT OF ELECTION OFFICERS

If a warden or clerk assigned to a polling place fails to appear, the city or town clerk should be notified. Replacements will be sent, or a deputy warden or deputy clerk will be designated as the replacement.

B3. SUPPLIES TO POLLING PLACE

Know the location of the polling place to which you are assigned. Supplies will be delivered to the polling place. Review the check-list to be sure you have all materials. If you do not have all your supplies, call the city or town clerk.



B4.
ARRANGE THE POLLING PLACE

The voting booths, ballot box, fiberboard boxes with optical scanner ballots and the ballot secrecy sleeves, must be in full view at all times. Place a table at the entrance. Arrange other tables to assure a proper flow of voters in and out of the voting place. If your polling place is in a large room, arrange the tables and chairs so that the voting area is clearly defined. Arrange a guard rail with a rope or a line of chairs to prevent unauthorized people from interfering with or observing people who are voting.

B5.
PENCILS OR PENS

To protect the privacy of the vote, non-red pens or pencils without erasers should be available in each booth so that voters may write in candidates if they wish.

B6.
POST THE WARD AND PRECINCT SIGN OUTSIDE THE ENTRANCE TO THE POLLING PLACE

Polls should be clearly marked by a large outdoor sign.

B7.
PLACE DEMONSTRATION MARKING UNITS AT ENTRANCE

One or more marking units must be outside the guard rail for providing instruction to voters. Assign election

officers to offer instructions to each voter at the demonstration marking unit(s).

B8.
SIGNS TO BE POSTED

Post the following items in a conspicuous place inside the polls but outside the guard rail:

- a. Specimen ballots: three for each party in the primaries and three for other elections
- b. three copies of the questions to voters (usually included on specimens)
- c. three "Instructions to Voters" cards
- d. three "Penalties Upon Voter" cards
- e. "No Smoking" signs

B9.
BOOKLETS OR BALLOTS CORRECT

Check the optical scanner ballots against a specimen ballot to see that they are the correct ballots for the polling place. Check each name for each office. If the ballots are incorrect, call the city or town clerk.

B10.
VOTE TABULATOR IN WORKING ORDER

A "test deck" must be prepared of fifty optical scanner ballots marked in such a way as to adequately test the computer program and demonstrate the

rejection of overvoted ballots. A test must be completed immediately before the program is used to count ballots.

B11.

COUNT AND RECORD THE NUMBER OF OPTICAL SCANNER BALLOTS

Count all packages of optical scanner ballots. Record the actual number of ballots received in the polling place. Mark the number of ballots in the clerk's Election Record.

B12.

SET UP CHECK-IN AND CHECK-OUT TABLES

Lay out one voting list and one stack of optical scanner ballots and secrecy sleeves on the check-in table. Set up the other voting list on the check-out table near the ballot box. At the state general election, place the information for Voters pamphlets (at least one for every hundred registered

voters in the precinct) on the check-in table. At a state primary, place a sufficient amount of change of enrollment cards on the check-out table.

B13.

BALLOT BOX/VOTE TABULATOR

Place the ballot box away from the door, inside the rail, next to the check-out table so it is available to the voters as they leave the polling place.

B14.

BALLOT CLERKS

The warden appoints two inspectors of different political parties to be stationed at the entrance to the voting area. One shall be in charge of the check-in list and the other supplies each voter with an optical scanner ballot and secrecy sleeve. Two other inspectors of different parties shall be stationed at the check-out table.



One shall be in charge of the voting list and other shall be in charge of the ballot box.

B15.
BALLOT BOX EMPTY

The warden and one of the election officers publicly open the ballot box and examine it. It should be shown to be empty and the register set at zero to the satisfaction of all election officers and other persons present. The warden closes and locks the ballot box.

B16.
CHECK PRINTER TAPE

An election officer causes the vote tabulator to print a listing of all candidates and questions in the order they appear on the ballot. At least two election officers of different political parties examine the tape to see that there are no votes already on the vote tabulator for each candidate or question. An election officer pulls the tape out of the machine. Two election officers who observed the printing of the tape must sign their initials at the bottom of the tape and record the date. Any person present is allowed to view the printing of the tape within one half hour before the polls open. The tape is posted in a conspicuous place inside the polling place. If any of the vote tabulators is not on zero, the warden calls a technician to service the machine and this event is recorded in the clerk's Election Record and signed by the election officers.

B17.
BALLOT BOX REGISTER RECORDED

The clerk records the examination and condition of the ballot box in the clerk's Election Record and records the

register number on the ballot box before any optical scanner ballots are cast.

B18.
BALLOT BOX KEY

The warden locks the box and gives the ballot box key to the police officer. The officer keeps the key until the polls close.

B19.
BALLOT BOX LOCKED

The ballot box is to remain locked or sealed throughout the day. It may not be opened and ballots removed until after the close of the polls, unless the ballot becomes jammed in the ballot box. If the box becomes too full to operate, see C28.

B20.
OPEN ON TIME

It is most important to open on time even if some things usually done beforehand must be done after the polls open. If an unforeseen circumstance arises and the vote tabulator is not ready on time, allow the voter to vote and place the ballot in the front compartment of the tabulator. Be sure to record this event.

B21.
CALL FOR ASSISTANCE

If there are any questions during the day, call the town or city clerk or election commission.

PHONE #: _____

SUPPLY LIST

1. SPECIMEN BALLOTS
ELECTIONS: 10 SPECIMEN BALLOTS, 3 OF WHICH MUST BE POSTED
3 COPIES OF BALLOT QUESTIONS (USUALLY INCLUDED ON SPECIMEN
BALLOTS)
PRIMARIES: 3 POSTED FOR EACH PARTY
2. 3 "INSTRUCTIONS TO VOTERS" CARDS
3. 3 "PENALTIES UPON VOTER" CARDS
4. "NO SMOKING" SIGNS
5. ENTRANCE AND EXIT SIGNS, IF ANY
6. WARD AND PRECINCT SIGN(S)
7. OPTICAL SCANNER BALLOTS
8. BALLOT SECRECY SLEEVES
9. DEMONSTRATION MARKING UNITS(S) AND CARDS
10. VOTING LISTS
11. SUPPLEMENTARY VOTING LISTS
12. LIST OF REGISTERED ABSENTEE VOTERS
13. LIST OF NON-REGISTERED ABSENTEE VOTERS
14. REGISTRARS OF VOTERS CERTIFICATE AUTHORIZING QUALIFIED VOTERS
TO VOTE
15. COPY OF THE OATH ISSUED TO A VOTER WHOSE BALLOT IS
BEING CHALLENGED
16. CHANGE OF ENROLLMENT CARDS AT A PRIMARY
17. ENVELOPE FOR ABSENTEE BALLOT ENVELOPES
18. SPOILED BALLOT ENVELOPE
19. VOTING LIST ENVELOPE
20. BLOCK TALLY SHEETS FOR WRITE-IN VOTES
21. RED PENCILS OR PENS
22. NON-RED PENS OR PENCILS WITHOUT ERASERS FOR WRITE-IN VOTES
FOR EACH BOOTH
23. RULERS
24. FIBERBOARD BOX
25. SEALS FOR FIBERBOARD BOX
26. METAL BALLOT CARD TRANSPORTATION BOX
27. PAYROLL SHEET
28. CLERK'S ELECTION RECORD
29. RUBBER STAMPS, IF ANY
30. TELEPHONE
31. "ESCROW BALLOT" ENVELOPE

C.

DURING THE VOTING HOURS

C1.

DECLARE POLLS OPEN

The warden declares in a loud voice that the polls are open.

C2.

INSTRUCT VOTER IN USE OF MARKING UNIT

Election officers at the demonstration unit should ask all voters if they wish to have instruction or review of how to use the marking unit.



C3.

WHO MAY VOTE

Anyone whose name appears on the voting list is qualified to vote. Be sure to check the supplementary voting list. For information on absentee voters who wish to vote in person or military and federal service personnel who register late, see C30 and C31.

C4.

VOTER STATES NAME AND ADDRESS

The voter must announce his address and name to the inspector in charge of the check-in voting list.

C5.

LOOK FOR THE NAME ON THE VOTING LIST

The inspector finds the name and repeats it loudly and clearly. If it is a primary, the inspector announces the party as well.

C6.

NAME NOT ON LIST

If the name of a person attempting to vote is not on the voting list:

- (a) Check the main and supplementary voting lists again to be sure.
- (b) Check to make sure the person is at the right polling place. If not, give directions to the correct one.
- (c) Call the city or town clerk's office to see if the person should be allowed to vote by certificate. Before doing so, ask the person for proper identification. If the person shows proper identification, (including a driver's license, recent utility bill, rent receipt or lease, or any other printed identification which contains the person's name and address), and if the clerk's office confirms previous registration by telephone, complete a certificate form, attach it to the voting list, allow the person to vote, and note this in the clerk's election record.

Persons not allowed to vote by certificate should be given the choice of going to the city or town clerk's office or of marking an escrow ballot.

C7.

ESCROW BALLOTS

If a person claims the right to vote in this precinct, but is not allowed to vote for any reason (for example, name already checked as having voted, or unable to vote by certificate above), you must allow that person to mark an "escrow ballot".

Use a regular optical scanner ballot. Administer the challenged voter's oath (see C25c) to the person. Write "escrow" on the back of the ballot, and have the person add his or her name and address. After the person has marked the ballot, do not cast it in the ballot box. Place it in an envelope marked "escrow ballots," and seal this envelope after the polls close. Note this in the clerk's Election Record.

C7.5

YOU MAY REQUEST IDENTIFICATION

If so instructed by the city or town clerk or election commission, you may request written identification from any voter. Identification requests should not discriminate in any way, but should be entirely random or based on reasonable suspicion. Suitable identification includes a driver's license, recent utility bill, rent receipt, lease, or any other printed identification which contains the voter's name and address.

If voters fail to present suitable identification when requested, they must still be allowed to vote, but you or any other person may challenge their right to vote. For challenge procedures, see C25.

C8.

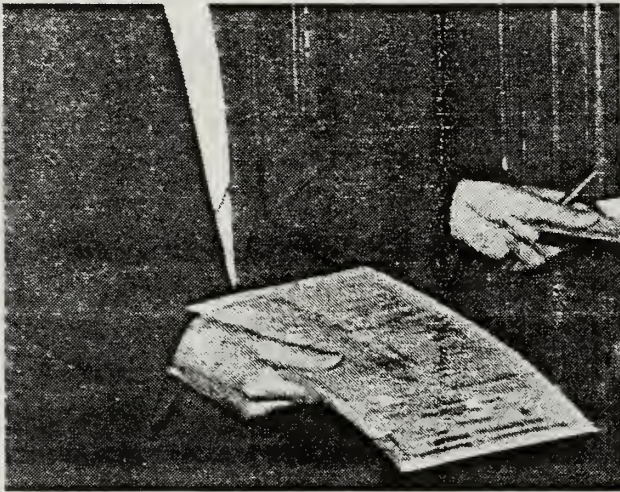
MARK THE NAME ON THE VOTING LIST

Check the voter's name on the voting list by making a mark in front of the name or by drawing a line through the name. In a primary, ask unenrolled or Independent voters which party's ballot they choose. Mark a D (Democratic), or R (Republican) next to the names of the unenrolled or Independent voters when they choose a party ballot.

C9.

INDICATE PARTY ENROLLMENT

In a primary, the voter takes the ballot of the party in which he is registered. An unenrolled or Independent voter may choose the ballot of any party. Place a D or R next to the voter's name to indicate the choice of party. Explain to the voters who inquire that they may change their enrollment after voting by filling out a card available at the polls, which then must be transmitted to the city or town clerk.



C11.

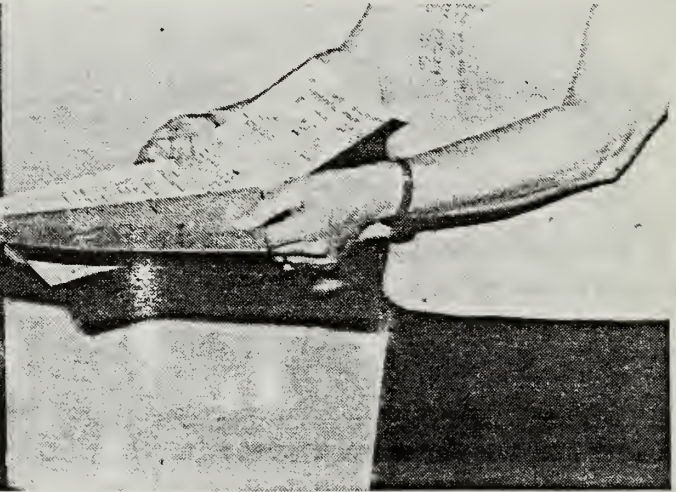
INSTRUCTION AND ASSISTANCE TO VOTERS

A. Instruct Voters

In accordance with the law, an election officer may, if asked, answer questions and instruct the voter on the proper method of marking the ballot, outside the voting booth using the demonstration model provided.

B. Instruction is Different from Assistance

Instruction consists of informing the



C10.

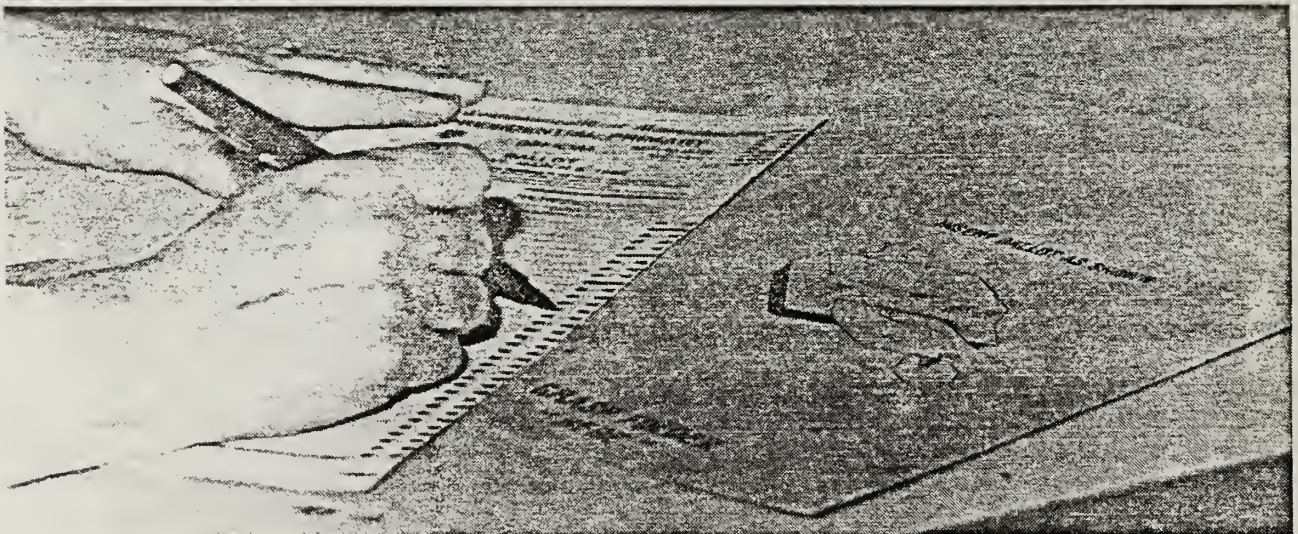
HAND THE VOTER AN OPTICAL SCANNER BALLOT AND BALLOT SECRECY SLEEVE--

Do not hand the voter a ballot until a voting booth is available. If it is a primary election, be sure the voter is handed the properly colored ballot.

voter on the proper method of marking a ballot; assistance is actually doing it for a voter. Except as the law permits, a voter must mark his ballot in secret.

C. Assistance to Voter

If a voter asks for assistance in casting his optical scanner ballot due



to blindness, physical disability or inability to read English, he or she may be assisted by a person of his or her own choice or by two election officers of different parties.

D. Do Not Influence Voter
Election officers shall not in any manner request or seek to persuade or influence any voter for or against any person or political party or ballot question.

C12. WRITE-INS

A voter may cast a write-in or sticker vote in the space provided on the ballot for a person not listed on the ballot. The name and address of the candidate should be included. A mistake in the spelling of the name or in the address or in the omission of the address does not invalidate the vote if the intent of the voter can be determined. An "X" is not required beside the name but an "X" will not invalidate the vote. (see D9)

C13. SPOILED BALLOTS

If a voter spoils an optical scanner ballot, the voter may return it and ask for another ballot. The voter retains the secrecy sleeve. Voters are allowed up to a total of three ballots.

C14. SPOILED BALLOT ENVELOPES

Spoiled optical scanner ballots are marked "spoiled" and placed in the spoiled ballot envelope. The voter returns each spoiled ballot to the ballot inspector who places such ballots in the spoiled ballot envelope. Do not place a spoiled ballot in the ballot box.

C15. VOTER GOES TO CHECK-OUT TABLE

Inspectors in charge of maintaining the check-out voting list shall ask for the voter's name and address.

C16. LOOK FOR THE NAME ON LIST

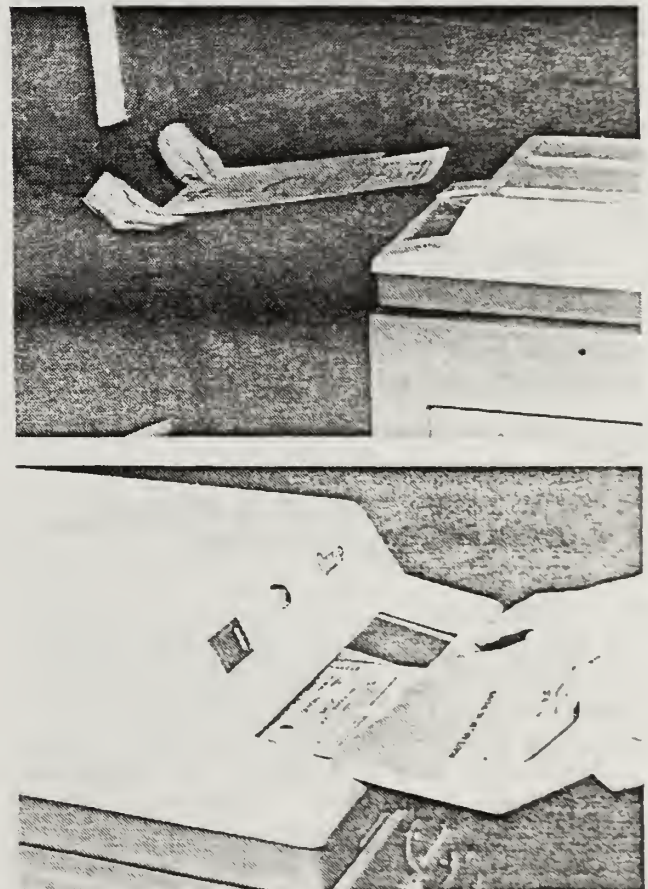
The inspector finds the name on the list and repeats it loudly and clearly. If it is a primary, the inspector announces the party as well.

C17. MARK NAME ON VOTING LIST

Check the voter's name on the voting list by making a mark in front of the name or by drawing a line through the name. In a primary, mark a D or R next to the name of unenrolled or Independent voters, corresponding to the party ballot chosen by the voter.

C18. PLACING BALLOTS IN BALLOT BOX

The voter shall place the ballot in a ballot secrecy sleeve so that the tip of the ballot extends past the secrecy sleeve. The voter shall then feed the ballot through the vote tabulator and return the ballot secrecy sleeve to the election officer.



C19.

**NO ONE MAY TAKE A BALLOT FROM
THE VOTING PLACE**

C20.

ACCOUNT FOR ALL BALLOTS

If a voter discards, destroys, or attempts to take a ballot from the polling place, be sure that the ballot, no matter what the condition, is returned to you. Mark the ballot SPOILED, and place it in the spoiled ballot envelope.

C21.

ONE PERSON PER VOTING BOOTH

Only one person is allowed in a voting booth except in cases of assistance provided to physically disabled or blind person or a person who cannot read or who cannot read English.

C22.

TIME ALLOWED

Voters are allowed five minutes to vote if others are in line and ten minutes if there are no voters waiting. Election officers may tell a voter that he is taking too long to vote and ask him/her to leave or have him/her removed. When a line of voters forms, enforce this rule equally. If there is no line, you can be more lenient.

C23.

NUMBER OF VOTERS ALLOWED

When all the voting booths are filled, no more than four waiting voters are permitted inside the guard rail.

C24.

**CANDIDATES' AND THEIR WORKERS'
RIGHTS AND RESTRICTIONS**

A. Observers.

To achieve the legal requirement that the election be held in public view, observers are allowed inside the polling place, outside the guard rail, unless they are disorderly or obstruct the access of voters. They may keep notes including marked voting lists. If there are so many people who wish to

observe that they obstruct voters, they may be asked to cooperate in collecting information.

B. Observers Outside Guard Rail.

All observers are to be outside the guard rail. During voting hours, only voters in the process of voting, election officers and a person providing assistance to a voter may go within the guard rail.

**C. Voting Booths Clear of
Campaign Literature.**

Check the voting booths regularly to see that no one has left any literature. Keep the polling place clear of any campaign material.

D. Campaign Material.

No Campaign literature, buttons, signs or other material regarding the ongoing election may be displayed within 150 feet of the building entrance door to a polling place. Wearing, distributing and posting of material about candidates or questions on the ballot, and collecting signatures upon petitions or nomination papers are expressly prohibited in the polling place and within 150 feet of the building entrance door. The police officer should enforce this rule under the direction of the warden. Access to the polling place must be open and unobstructed and the voters may not be hindered.

C25.

CHALLENGES

A. Challenges Of The Right To Vote.

Any election officer or other person may challenge a person's right to vote. The challenger may challenge an absentee ballot as well. The challenger must state the reason for challenging the right of a person to vote. It is not enough to simply say that the person is not qualified.

Examples of legitimate reasons:

- this person is not old enough to vote;
- this person is not a citizen;
- this person should have been removed from the voting list;
- this person has already voted;
- this person is not the person he claims to be.

B. Illegal Challenges.

Challengers should be aware that any person challenging a voter for the purpose of intimidation or of ascertaining how he voted may be fined up to \$100.

C. Challenging Procedure.

Do not permit the challenger and the voter to engage in any arguments. When a voter is challenged, the warden administers the following oath to the challenged person:

"You do solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this precinct, and that you have not voted in this primary (or election)."

Before the ballot is marked, the warden requires the challenged person to write his name and present residence on the optical scanner ballot. The warden adds the name of the challenger and the cause of the challenge, whereupon the voter may receive the ballot. No statement shall be made or information given by any person as to how the person voted. The clerk of the precinct shall record in the clerk's Election Record the name and residence of every person who is challenged and has voted. The election officers in charge of the voting list mark the letter "CV" next to the challenged voter's name on the voting list. The ballot is then deposited in the vote tabulator. (For absentee ballot challenge procedure see C29.H)

C26.

PERSONNEL PERMITTED WITHIN GUARD RAIL

1. Election officials
2. Voters in the process of voting
3. Police officers
4. Representatives of the clerk's office

C27.

INFORMATION BY ELECTION OFFICERS PROHIBITED

Before the public declaration of the vote, no election officer shall make

any statement regarding the number of ballots cast, the number of votes given to any person, the name of any person who has voted or whose name has not been checked, or of any other fact tending to show the state of the polls. The officer shall, when requested, make a statement of the figures on the ballot box register. That statement shall not be considered an official declaration as to the state of the polls or of the number of ballots cast.

C28.

OPENING OF THE BALLOT BOX

The ballot box shall not be opened nor any ballot removed until the polls are closed; but in order to make room for more ballots, or remove jammed or stuck ballots, the warden may, in the presence of all election officers, open the box and press down the ballots. This is generally not a problem with optical scanner ballots, but if the ballot box is too full to operate, the warden may, in the presence of a police officer, remove the ballots from the ballot box and place them in the fiberboard box or other container which should then be securely locked and kept in public view.

C29.

PROCESSING ABSENTEE BALLOTS

A. Deliver Absentee Ballots.

The absentee ballots are delivered during the day not later than one hour after the polls close.

B. Absentee Ballots to be Processed.

The city or town clerk determines the validity of the absentee ballot. It is not for the precinct officials to determine this. If the ballot is transmitted to the polls, election officers are to process it through unless the person's name has been marked on the voting list as having voted in person, or the name is not on the voting list. Inform the city or town clerk if the name does not appear on the voting list.

C. Warden Processes Absentees.

The warden is free to process absentee

ballots whenever there is free time, from the time the polls open in the morning and throughout the day.

D. Check the Voting List.

Be sure that the name of the person who signed the absentee ballot envelope is on the voting list.

E. Mark the Voting List.

You will note that the letters AV and SAV have already been written in front of the absent voter's name. Make a mark beside the name of the voter to indicate the vote has been cast.

Announce the name and address, party in a primary, of each absentee voter in a loud voice.

F. Open Inner Envelope.

Open the absentee ballot envelope carefully so you do not deface, mark or tear the ballot.

G. One Ballot Per Envelope.

The absentee ballot envelope must not contain more than one ballot. If more than one ballot is in the envelope, neither ballot is to be counted and those ballots are put in the spoiled ballot envelope along with other rejected ballots.

H. Challenging of Absentee Ballots.

In the precinct, if an absentee ballot is challenged when cast, the name and address of the absent voter is to be written on the optical scanner ballot by the warden. The challenger's name and address should also be recorded and the event noted in the clerk's Election Record, and the letters "CV" placed on the voting list next to the name of the challenged voter. After this, the ballot is deposited in the vote tabulator.

I. Placing Absentee Ballots in Ballot Box.

The warden places the absentee ballot in a ballot secrecy sleeve so that the tip of the ballot extends past the secrecy sleeve. The warden shall then feed the ballot through the vote tabulator.

J. Absentee Envelopes Returned to Election Authority.

Place the absentee ballot envelopes in the proper container. Do not throw anything away.

C30.

ABSENTEE VOTERS WHO SEEK TO VOTE IN PERSON

When any person who has been sent an absentee ballot tries to vote in person at the election, precinct officers will see opposite his name on the voting list AV or SAV. They then must refuse to let him vote and they should call the city or town clerk. If the city or town clerk determines that this person may be allowed to vote in person, the clerk should authorize the presiding officer by telephone to issue a certificate to the voter which the voter must present to the warden in order to vote in person. The warden shall securely attach the certificate to the voting list and duly note the voter in fact voted in person.

C31.

"SPECIALLY QUALIFIED VOTERS" WHO REGISTER LATE

A serviceman, or person in the service of the federal government, or spouse or dependents, or Massachusetts citizens who were absent from the state, or persons confined in a correctional facility or jail, who have returned or been released from prison since registration closed for an election, may be registered by the registrars of voters until 4:00 p.m. on the day before the election. Since it is too late to add their names to the voting lists, the registrars will give them a

certificate entitled "Supplementary Registration - Specially Qualified Voter".* This certificate of registration is to be given to the warden at the polling place who then attaches it to the voting list. In cases where the Specially Qualified voters are applying for absentee ballots, the certificate is attached to the voting list before it goes to the precinct, and the procedure on election day is the same for a regular absentee voter.

* This category includes any Massachusetts citizens who are absent from the state even if they are not actually federal employees.

C32.

ANNOUNCE THE POLLS CLOSED

Announce polls closed at the designated time.

C33.

PEOPLE IN LINE MAY VOTE

Each person in line when the polls close must be allowed to vote. If possible, all waiting voters should be inside the polling place. The police officer either stands at the end of the line and moves along toward the inspector until the last person eligible has voted, or hands out certificates stating that the person was in line when the polls closed at 8:00 p.m. All the voters must leave the area within the guard rail as soon as they have voted.

D.

AFTER THE POLLS CLOSE

D1.

VOTES COUNTED CONTINUOUSLY

The tabulation of votes must take place in the polling place. The tabulation must continue without interruption until all votes are counted and results announced.

D2.

PUBLIC MAY OBSERVE COUNTING

The general public is allowed inside the polling place after the polls close. The public must observe from outside the guard rail. Only election officers may handle ballots. All ballots cast must be kept in full view of the public while the counting is going on.

D3.

CLERK RECORDS FINAL REGISTER NUMBER ON BALLOT BOX

D4.

TAKE COUNT OF VOTERS ON BOTH VOTING LISTS

The election officers in charge of each of the two voting lists count audibly and distinctly the number of names checked and announce the total number. The clerk records the number. The number of voters on the check-in list should balance with the number of names recorded as casting ballots on the check-out list.

D5.

**NUMBER OF VOTERS SHOULD EQUAL
NUMBER OF BALLOTS**

The total number of voters who were checked in and out on the voting lists should equal the number of ballots recorded on the ballot box register. Remember to include authorizations to vote issued during the day to people who were not on the voting list.

D6.

**SEAL CHECKED VOTING LISTS IN
ENVELOPE**

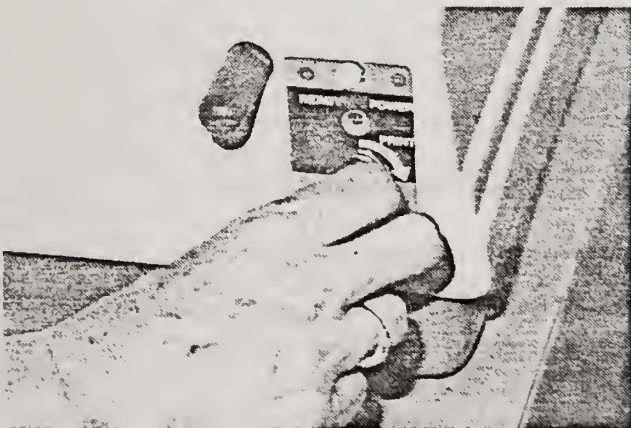
After tallying the voting list, place the tallied voting list in the envelope provided for that purpose. Seal the envelope. The warden and clerk sign the certificate. Keep this envelope separate.

D7.

**PRINT RESULTS AND RECORD THEM
ON TALLY SHEET**

The election officer causes the vote tabulator to print the results of the election and removes the results paper tape from the vote tabulator and gives it to the clerk.

One election officer reads the results paper tape out loud. The officer reads the name of each candidate, the number of each question, the number of votes recorded, the number of blanks for each office, the number of ballots read and unread, and the number of write-ins. As each number of votes is read aloud, it is recorded on the total tally sheet by an election officer of a different political party than the reader.



D8.

**EXAMINE AND COUNT BALLOTS
SEGREGATED BY THE VOTE TABULATOR**

A.

The election officers remove all ballots that have been segregated by the vote tabulator.

B.

The election officers look at the "diagnostic section" of the results paper tape. Add the columns labeled "ballots unread" and "write-in ballots". This total should equal the number of ballots segregated by the vote tabulator.

C.

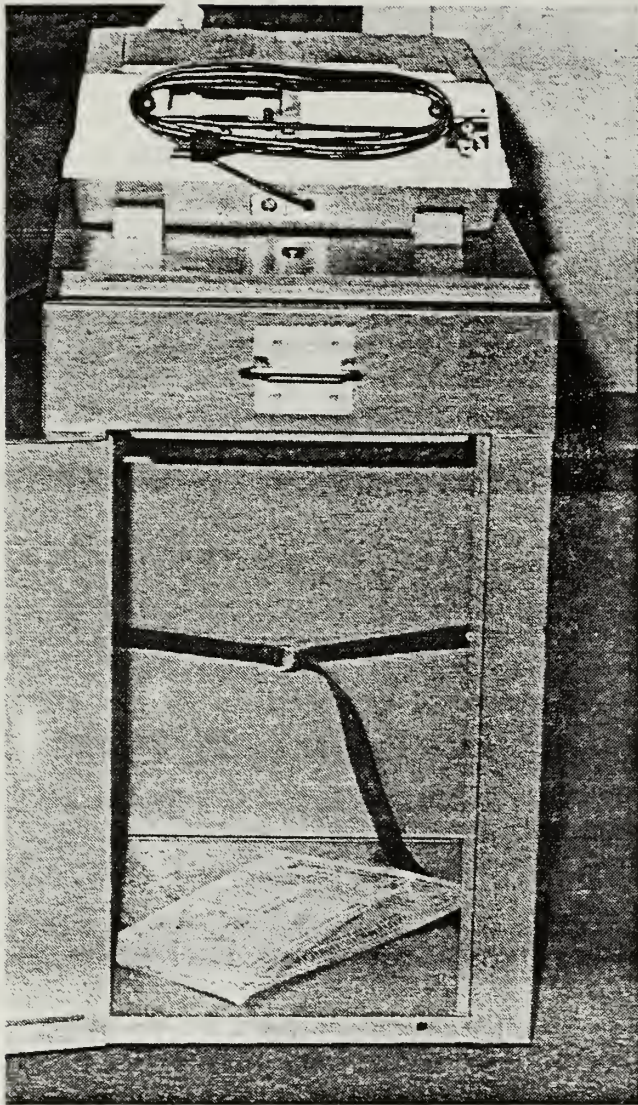
Two tellers of different parties make a team: both review each ballot specified above. One person reads the vote and the other records the tally. Only the teller actually marking the tally sheet can have any marking device, which must be a red pencil or pen. In the case of a primary, election officers first divide the ballots by party before counting any ballots.

D.

The election officers first tally all ballots which have been red-striped by the vote tabulator. These are ballots that the machine has been unable to read or count. If the election officer can reasonably determine the intent of the voter, the election officer counts the votes for each ballot or write-in candidate and subtracts one ballot from the "uncounted ballots" total of the results paper tape.

E.

The election officers then remove all ballots from the ballot box and examine each ballot for write-ins, stickers or any invalidating mark. No ballot can be counted which contains any mark clearly designed to let election officers know that a certain person voted in a certain way. If a voter writes his name or marks his ballot with the letters of his name, this ballot is counted as a blank and



the election officer must subtract one vote from all candidates and questions marked on the ballot.

F.

Combine write-in ballots from the ballot box (if any), with the write-in ballots that have been segregated by the vote tabulator.

D9.

READ AND RECORD WRITE-INS

(a) The election officers read and record each write-in vote whenever the intent of the voter can reasonably be determined, whether or not the voter has omitted the address, made a mistake in the name or address, or failed to mark the vote indicator for the write-in, sticker candidate, or ballot candidate.

(b) If there is no vote indicator marked for a write-in or ballot candidate but the name of a candidate has been written-in on the ballot, the election officer counts the write-in vote and makes a notation on the write-in tally sheet to subtract one vote from the blank total for that office.

(c) If there are more vote indicators marked than there are candidates to be elected, then a blank has already been registered on the vote tabulator for that office and the name of a write-in candidate, if any, is not counted by the election officer. The election officer indicates this on the write-in tally sheet.

(d) If (because of write-ins or stickers) the number of votes for an office exceeds the number allowed, but the number of vote indicators marked for an office does not exceed the number allowed, the election officer counts a blank for that office, makes a notation on the write-in tally sheet to subtract a vote from the total of the appropriate ballot candidate(s) and adds a vote to the blank total for that office.

(e) A separate block tally sheet is used for recording write-in votes and then the totals and necessary subtractions transferred to the total tally sheet.

D10.

TOTAL VOTES

Election officers total the write-in votes and the votes listed on the results paper tape, making all subtractions necessary according to D9.

D11.

PUBLIC MAY CHECK VOTES

Any person present is allowed to check the vote count on the results paper tape for one-half hour after the announcement of the vote for that office.

D12.

ESCROW BALLOT ENVELOPE

Two election officers number escrow ballots contained in the escrow ballot envelope, and write this number on the outside of the envelope. They do not count the votes on any escrow ballots. They then seal the escrow ballot envelope.

D13.

WARDEN AND CLERK SIGN TOTAL TALLY SHEET

After the total tally sheet is correct, the warden and clerk write the date, ward and precinct and city or town on the tally sheet. They attach the results paper tape to the total tally sheet.

D14.

CLERK COMPLETES ELECTION RECORD

D15.

ANNOUNCE FINAL RETURNS

Officials wait until tally sheets balance before announcing any vote totals. The warden or the clerk announce the final returns.

D16.

COUNT UNUSED AND SPOILED BALLOTS

Election officers count all unused and spoiled ballots and then records these numbers in the clerk's election record. These ballots are then placed in the container provided under seal.

D17.

GATHER ALL COUNTED BALLOTS

Election officers put all cast ballots in envelopes and place all envelopes in the containers provided for the cast ballots.

D18.

SEAL CONTAINER

The warden seals the container with the seal provided and attaches the proper

tag for cast ballots only. In addition, an election officer may affix a private seal.

D19

SIGN CAST BALLOT CONTAINER

The warden and clerk sign the container and enter the election and the date. They also fill out and sign a certificate stating that all ballots are contained therein.

D20.

TOTAL TALLY SHEETS

The warden and clerk place the total tally sheet along with the results paper tape and the write-in tally sheet, in an envelope, seal it and sign the outside of the envelope. This envelope must be kept separate.

D21.

RETURN ALL ELECTION MATERIALS

The election officers must make sure that the following materials are returned to the city or town clerk:

- (a) the counted ballots and the spoiled and unused ballots sealed in the proper containers;
- (b) the marked voting lists, the write-in and total tally sheets with the results paper tape attached, and escrow ballots in separate envelopes;
- (c) all other election officers must not throw anything away.

D22.

TAKE DOWN SIGNS

Take down the precinct sign at the entrance to the polling place and take down other cards put up before the polls opened.

D23.

DO NOT THROW ANYTHING AWAY

INDEX OF LEGAL CITATIONS

A1. c.54 §§11,12	C2. c.54 §33E	C27. c.54 §68
A2. c.54 §13	C3. c.51 §1	C28. c.54 §66
A3. c.50 §1, c.54 §§65,68, 69,71,73,85	C4. c.54 §76	C29. c.54 §§95,96
A4. c.54 §§11,12,13,66,67	C5. c.54 §76	C30. c.54 §100
A5. c.54 §§11,12,13,17,67	C6. c.51 §59	C31. c.54 §§50,51
A6. c.54 §§11,12,13,17,67	C7. c.51 §59	C33. c.54 §70
B1. c.54 §20	C7.5. c.54 §76B	D2. c.54 §105A
B2. c.54 §16	C9. c.53 §§37,38	D3. c.54 §105A
B3. c.53 §§33, 38, c.54 §§25, 27, 30, 33E, 48, 65, 73, 80	C11. c.54 §§33c, 33E, 79	D4. c.54 §105A
B4. c.54 §§25,33E	C12. c.54 §§33E,77	D6. c.54 §105A
B5. c.54 §§25,33E	C13. c.54 §81	D7. c.54 §105A
B7. c.54 §33E -	C14. c.54	D8. c.54 §80 105A
B8. c.53 §33, c.54 §§65,73	C15. c.54 §83	D9. c.54 §105A
B9. c.54 §33E	C16. c.53 §37,c.54 §83	D10. c.54 §105A
B10. c.54 §105A	C17. c.53 §37,c.54 §83	D12. c.51 §59A
B11. c.54 §60	C18. c.54 §83	D13. c.54 §105A
B12. c.54 §§17,83	C19. c.54 §84	D14. c.54 §105A
B13. c.54 §33E	C20. c.54 §81	D15. c.54 §§105A
B14. c.54 §17	C21. c.54 §77,79	D16. c.54 §105A
B15. c.54 §66	C22. c.54 §82	D17. c.54 §105A
B17. c.54 §66	C23. c.54 §70	D18. c.54 §107
B18. c.54 §66	C24. c.54 §§65,70	D19. c.54 §§105A, 107
B21. c.54 §71A	C25. c.54 §§85,85A, c.56 §31	D20. c.54 §105A
	C26. c.54 §70	D21. c.54 §105A
		D22. c.54 §107

INDEX

- Absentee ballots
 - check the voting list 14
 - challenge to 14
 - do not throw anything away 20
 - list of non-registered 13
 - list of registered 14
 - mark voting list 14
 - open inner envelope 14
 - process 13
 - warden, process 13
- Ballots
 - secrecy sleeve 10
 - count, record 16,17,18
 - do not throw anything away 20
 - escrow 9
 - process ballot 13
 - specimen 4
 - spoiled 11
- Ballot box
 - check ballot box empty 6
 - clerks 5
 - key 6
 - opening 13
 - placing ballots in 11
 - register recorded 6
- Campaign material 12
- Candidates' rights
 - campaign material 12
 - no campaign material in voting booth 12
 - observers 12
- Check-in table 5, 9
- Check-out table 5, 6, 10
- Challenges
 - absentee 14
 - fine 13
 - illegal 13
 - oath 13
 - procedure 13
 - reasons 12
 - right to vote 12
- Change of enrollment card
 - at check out table 5
- Clerk, city
 - assistance to precinct 3, 6, 9, 14
- Clerk, general duties
 - challenge procedure 12
 - Election Record 2
 - record # optical scanner ballots 5
 - register box empty 6
 - register total ballots cast 16
- Counting procedure 16,17,18
 - public observation 16
- Deputy clerk 1,
- Deputy warden 1
- Election Commission
 - See city or town clerk.
- Election officials
 - boxes sealed, locked 19
 - challenge absentees 14
 - check ballots 6
 - check-in table 5
 - check-out table 5
 - check ballot box 6
 - check voting list 9
 - count and record # optical scanner ballots 6
 - count voters on both lists 16
 - demonstration marking unit 4
 - duties 1, 2
 - escrow 19
 - hand voter ballot 10
 - information that may be given 10
 - inspectors 2
 - mark voting list 9
 - # of ballots used 19
 - opening of ballot box 13
 - over-vote 18
 - people in line may vote 15
 - personnel permitted inside guardrail 13
 - place voted ballots in container 18
 - process absentee 13
 - process ballots 13
 - record write-in votes 18
 - replacement of 3
 - seal voting list 17
 - separate write-in ballots from other ballots 17,18
 - spoiled ballots 19
 - supplies returned 19
 - tellers 2
 - warden 1
- Election Record
 - challenges 12
 - record # optical scanner ballots 5
- Envelopes
 - absentee 14
 - escrow ballot 19
 - spoiled 11
 - voting list 17

Escrow ballots 9,19
do not throw anything away 19
Guard rail 4,13
voters allowed inside 12, 13
Inspectors, general duties 2
ballot clerks 5
count voters on both lists 16
finds name on voters' list 11
Instructions
penalties to voters 4
voter cards 4
Invalidating marks 17
Over-vote 18
Optical Scanner Ballots
count and record 16,17
public observation 16,17
printer tape 6
red striped ballots 17
results paper tape 17
Party enrollment 10
Persons permitted within guard-
rail
clerk's representative 12,13
election officials 2
police officers 13
voters 13
Polling place
report to 3
sign 4
Signs 4
doors 4
entrance 4
exit 4
"No Smoking" 4
penalties 4
specimen 4
take down 19
ward and precinct 4

"Specially Qualified Voters" 14
Specimen ballots 4
Spoiled ballots 11
envelopes 11
Supply list 7
supplies returned 19
Tally sheets 17
Tellers, general duties 2
Town clerk, assistance to precinct
3, 6, 9, 13, 14
Vote Tabulator 5,11,16,17
Voting booth
persons per 12
time allowed in 12
Voting list
inspector finds name on list 9
name not found 9
people in line may vote 15
seal envelope 17
supplementary 9, 15
who may vote 9
Warden, general duties 1
ballot box key 6
challenge procedure 12, 13
check ballot box empty 6
declares poll closed 15
declares poll open 8
lock ballot box 6
process absentees 13
Ward, precinct signs 4
Write-ins
check diagnostic section on
results paper tape 17
separate from other ballots 17
sticker vote 17
overvote 18

